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PUBLIC EMPLOYMENT
RELATIONS BOARD

MASTER CONTRACT

between

LU VERNE BOARD OF EDUCATION

and

**LU VERNE EDUCATION
ASSOCIATION**

2007 - 2008

AREA I - BASIC AGREEMENT PROVISIONS

ARTICLE I: Preamble

WHEREAS, the Board of Directors of the Lu Verne Community School District, hereinafter referred to as the Board, and the Lu Verne Education Association, hereinafter referred to as the Association, have reached certain understandings which they desire to confirm in this Agreement.

ARTICLE II: Recognition

A. Unit:

The Board hereby recognizes the Lu Verne Education Association, an affiliate of the Iowa State Education Association and the National Education Association as the certified exclusive bargaining representative for all personnel as set forth in the PERB certification instrument (Case No. 284) issued by the PERB on the 25th day of September 1975, whether under contract, full or part time employed or to be employed by the Board of Education of the Lu Verne School District. Such representation shall cover all personnel assigned to newly created positions of a professional nature unless the parties agree in advance that such positions are principally supervisory or administrative.

The unit described in the above certification is as follows:

INCLUDED: #Professional employees: classroom teachers (K-12), school nurse, guidance counselor and librarian.

EXCLUDED: #Professional employees: superintendent, principal, and nonprofessional employees: clerical, cafeteria, transportation, custodial/maintenance, aides and all others excluded by Section 4 of the Act.

B. Definitions:

1. The term "Board" as use in the agreement, shall mean the Board of Directors of the Lu Verne School District or its duly authorized representatives.
2. The term "employee" as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the PERB.
3. The term "Association" as used in this agreement, shall mean the Lu Verne Education Association or its duly authorized representatives.

ARTICLE III: Association Rights

- A. The Association may hold meetings on school property, provided such meetings in no way interfere with the instructional program. A maximum of two meetings per month may be held immediately before the school day begins, or after the close of the school day. Any out of pocket expenses to the district resulting from such meetings will be borne by the Association. Meetings held following the close of the school day will be scheduled with the approval of the superintendent.
- B. The Association shall have the right to use the faculty mailboxes for a reasonable volume of appropriate announcements relating to the conduct of the negotiating agent's business on behalf of the members of the negotiating unit. All materials so disseminated through school channels must be approved by the superintendent. The Association shall be provided with bulletin board space. Only authorized representatives of the Association will use bulletin boards for Association announcements and all materials posted will relate only to the Association's official business as negotiating agent of the teaching staff. All material placed on such bulletin boards must be approved by the superintendent.
- C. The Association shall be furnished on request regularly and routinely prepared information concerning the financial condition of the school, including annual financial report and adopted budget. In addition, the Board and the administration will grant reasonable request for other readily available and pertinent information which may be relevant to negotiations and/or the administrative staff to research and assemble information.
- D. No Association work shall be done between the hours of 8:00 A.M. and 4:00 P.M. This includes the typing and running off on copy machine of Association news and activities.

ARTICLE IV: Grievance Procedure

Section I: A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, of misapplication of any of the specific provisions of the agreement.

Section II: (a) Every teacher and/or the Association covered by this agreement shall have the right to present grievances in accordance with these procedures.

(b) The failure of a teacher and/or the Association to act on any grievance within fifteen (15) days of the alleged violation will act as a bar to any further appeal and an administrator's failure to give a decision within ten (10) days shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation of other handling of processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher of the teaching staff.

(d) Beginning with the second step, the aggrieved teacher may request representation, by a representative of his/her choice be present at any meetings pertaining to the alleged grievance.

Section III: (a) First step - An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her principal.

(b) Second step - If the grievance cannot be resolved informally, the aggrieved teacher and/or the Association shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the superintendent. The written grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) days from the date of occurrence of the event giving rise to the grievance. The superintendent shall make a decision on the grievance and communicate it in writing to the teacher and/or the Association within ten (10) school days after receipts of the grievance.

(c) If the grievance is not resolved satisfactorily at Step 2, there shall be available a third step of impartial arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving teacher to the superintendent within twenty (20) days from receipt of the Step 2 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within five (5) working days after said notice is given. If the two parties fail to reach agreement on an Arbitrator within five (5) working days, the American Arbitration Association will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one Arbitrator remains.

(d) All days in this article refer to working days.

Section IV: If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this agreement, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.

Section V: Year-end Grievance: In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced by one half (1/2) so that the grievance procedure may be exhausted prior to the end of the school year or as soon as possible thereafter.

Section VI: The grievance procedures shall not apply to Area IV, Article IV, Section B of this contract. (11-8-84)

ARTICLE V: Dues - Deductions

- A. Authorization: Any employee of the Association may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form of the agreement shall be as set forth in this agreement.
- B. Regular Deductions: Pursuant to a deduction authorization the Board shall deduct one-eighth of total dues from the regular salary check of the employee each month for eight months, beginning in October and ending in May of each year. Employees who choose to must begin deducting in October.
- C. Termination: Any employee who terminates employment prior to June shall provide verification to the Board from the Association that dues are paid in full or that satisfactory arrangements have been made therefore.
- D. Transmission of Dues: The Board shall transmit to the Association the total monthly deduction for professional dues within ten (10) school days following each regular period, and a listing of the employees for whom deductions were made.
- E. A member's dues may be checked off only upon the member's written request, and the member may terminate the dues check-off by giving thirty (30) days written notice.
- F. The Association shall have the responsibility of informing its' members of the dues deduction system, and of providing the necessary authorization cards for added deduction
- G. The obligation of the Board to check-off dues shall not be construed so as to obligate the Board in collecting, initiating fees, special assessments, back dues, fines or other similar items.
- H. All authorization cards must be received ten (10) days prior to the end of a pay period before such authorization cards will be considered valid for said pay period.
- I. The Association agrees to indemnify and hold harmless the Board, each individual Board member, and all administrators against any and all claims, costs, suits or other form of liability, and all court costs arising out of the application of the provisions in the agreement .

ARTICLE VI: Clauses and Duration

- A. Separability: If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision of application shall not be deemed valid and subsisting, except to the extent permitted by law and the Board and the Association shall enter into immediate negotiations to replace said provision. All other provisions or applications shall continue in full force and effect.
- B. Printing Agreement: Copies of this agreement shall be printed after agreement, on format, within thirty (30) days after the agreement is signed. The first Twenty Dollars (\$20.00) of printing expenses shall be borne by the Board, and all expenses above Twenty Dollars (\$20.00) shall be presented to all employees now employed or hereafter employed, and the Association shall be provided with five (5) additional copies.
- C. Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter at the following designated by a party in written notification to the other party.
1. If by Association, to the Board Secretary, Board Secretary's Office.
 2. If by the Board, to the Lu Verne Education Association President, Lu Verne Community School.
- D. Duration Period: This agreement shall be effective as of July 1, 2005, and shall continue in effect until June 30, 2006. The L.E.A. will continue to have input on the school calendar.

This agreement shall automatically continue in force and effect for equivalent periods, except as may be amended, modified or substituted under the procedures set forth in the Public Employment Relations Act, Chapter 20, 1975 Code of Iowa.

- E. Signature Clause: In witness whereof, the parties hereto have caused this agreement to be signed by their respective Presidents, attested by their respective negotiators, and their signatures placed thereon, all on the 19th day of April, 2005.

LU VERNE EDUCATION ASSOCIATION

BOARD OF EDUCATION

By: _____
President

By: _____
President

By: _____
Chief Negotiator

By: _____
Chief Negotiator

AREA II: SALARY AND BENEFITS

ARTICLE I: Wages and Salaries

A. Schedule: The salary of each employee covered by the regular salary schedule is set forth in Area VI - Schedules as part of this agreement. The method by which salaries of those not on the salary schedule are computed is explained also in Area VI.

B. Advancement on Salary Schedule:

1. Increments: Full-time employees on the regular salary schedule shall be granted one vertical step on the schedule for each year of service until the maximum for their educational classification is reached. Employees other than full-time employees shall advance proportionately to the number of days contracted for.
2. Educational Lanes: Employees on the regular salary schedule who move from one educational lane to a higher one shall move to the corresponding eligible step on the higher lane. Staff members are required to notify the office of the move across the schedule. For an employee to advance to a higher educational lane, he shall file suitable evidence of additional educational credit with the superintendent no later than ten (10) days after the beginning of each school year.
3. The Board shall have the right to pay a beginning teacher (0 years to 4 years experience) on step four (4) (11-18-1986) of the salary schedule, if necessary, to secure staff. Any deviation by the Board in paying above schedule shall not be subject to grievance, nor waive the applicability of the salary schedule to other teachers. (11-14-85)

C. Method of payment:

1. Pay Periods: Each employee shall be paid in 9 or 12 equal installments on the 15th of each month, the number of installments, however, shall be mutually agreed upon by the Administration and employee. Employees shall receive their checks at their regular building and on regular school days.
2. Exceptions:
 - (a) When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
 - (b) Employees who are new in the teaching profession may at their option elect to receive up to 50% of the first salary installment after completing ten (10) working days. The balance of the first month's salary shall then be paid on the regular payday.
3. Final Pay: Employees leaving the district shall have the option of receiving all remaining

parts of his earned, contracted salary in the June pay period.

4. Summer Checks: Summer checks, other than for summer school teachers, shall be mailed to the address designated by the employee.
- D. We agree to use voluntary participation in Section 125 of the IRS code which will be applied according to the regulations of that Section. The Board agrees to administer the withdrawals of the non-taxable funds from the employees wages and assumes responsibility for the bookkeeping of those records.

ARTICLE II: Supplemental Pay

- A. Extracurricular Activities: The Board and the Association agree that the extracurricular activities listed in this agreement are official school-sponsored activities covered by school insurance.
- B. Payment for Additional Classes: Teachers who are asked to fill in for an absent teacher shall be paid an additional \$15.00 per class covered. This shall apply to regular classes and study halls.
- C. Payment for Curriculum Area Professional Dues: Teachers will be reimbursed up to \$50 per teacher for approved curriculum area dues. The teacher shall file suitable evidence of membership for reimbursement.

ARTICLE III: Insurance

- A. Types: The Board agrees to provide all employees the following full paid insurance protection.
 1. Health and major medical, Dental, Vision, Life, Accidental Death and Disability: Each employee who is employed an average of thirty hours per week (including supplemental contracts) or more, may, at the discretion of the employee, be covered by the health and major medical, dental, vision, life, accidental death and disability program with single coverage paid for by the Board.

In addition, each employee who is eligible for single coverage of vision and dental insurance coverage may at the discretion of the employee, choose to pay the additional premium for a family plan of dental and vision insurance.

In addition, each employee who is eligible for single coverage of health and major medical insurance coverage may at the discretion of the employee, choose to pay the additional premium for a family plan of health and major medical insurance. The Board shall be required to pay the single premium rate for said health and major medical coverage

In the event that an employee does not choose to be covered by health and major medical insurance, the Board will pay for a tax shelter annuity for the employee equal to the \$1700.00 per year figure. (11-14-85) (amended 12-8-88) (amended 4-9-97) (amended 3-12-98) (amended 3-13-2000)
- B. Descriptions: The Board shall provide each employee a description of the insurance coverage provided by the district. This description shall include a clear description of conditions and limits of coverage. The Board will pay 1/2 of the employee's deductible/co-insurance as

determined by the carrier. The Board will be responsible for providing insurance applications as needed.

- C. Continuation: In the event that an employee, absent because of illness or injury, has exhausted all sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year. Employees on a non-paid leave for one month or longer may have the option of continuing any or all of the Board paid programs by paying the premium themselves to the Board within thirty (30) days of the billing date.

In the event that an employee leaves the district at the end of the regular school year for any reason, the Board shall continue to carry insurance for that employee through the August pay period, unless said employee is covered under another plan through other employment. Employees terminated for reasons other than staff reduction, will not be eligible for this benefit.

In the event that an employee, age 55 or older, should retire prior to their sixty-fifth (65th) birthday, they may continue their insurance coverage through the school program by paying premiums themselves to the Board within thirty (30) days of the billing date. The Board shall inform the employee of any changes in the insurance premiums and billing dates.

AREA III: LEAVES

ARTICLE I: Sick Leave

- A. Accumulative Benefits: As of the 1976-77 school year, all employees shall be entitled to sick leave according to this schedule:

First year of employment - ten days,
Second year of employment - eleven days,
Third year of employment - twelve days,
Fourth year of employment - thirteen days,
Fifth year of employment - fourteen days,
Sixth and following years of employment - fifteen days.

Unused sick leave days may be accumulated from year to year with a one hundred (100) day limit. Upon termination of employment, any unused sick leave will be paid out at \$5.00 per day.

- B. Notice of Accumulation: Upon written request, the employee shall be given a written statement of accumulated sick leave days.
- C. Sick Leave Use: Sick leave may be used by an employee only in the amount of accumulated sick leave.

- D. If there is a doubt regarding the illness of an employee, the superintendent may require a doctor's statement verifying the illness, or he may require the employee to submit to a medical examination before sick leave pay is allowed. The Board will pay for any examination required by the superintendent.
- E. In cases of adoption of a child by an employee, the employee shall be allowed five (5) working days off with pay to be deducted from accumulated sick leave to allow for a period of adjustment to the new family member. The employee may waive this right if desired.
- F. Insurance benefits shall be continued for a period of six (6) months beginning with the effective date of sick leave. The employee shall have the opportunity of continuing such benefits for one (1) additional year at the employee's own expense.
- G. Pay: An employee shall be entitled to all raises and increments upon return if the employee serves at least one-half (90) days of the school year. This ninety (90) day period need not be continuous.

ARTICLE II: Temporary Leave of Absence

Paid Leave: As of the beginning of the 1976-77 school year, employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year.

- A. Personal leave: Each employee shall be entitled three days of personal leave yearly. One day notice is required. Days before and after vacation periods shall not qualify for personal leave. No carryover is allowed.
- B. Any employee whose religious affiliation requires the observance of recognized holidays of said employee's faith, other than those scheduled in the school calendar, shall be excused by the superintendent/principal, without pay.
- C. Any employee called for jury duty during school hours or who is subpoenaed in any judicial or administrative proceedings or who shall be asked to testify in any arbitration matter shall be provided such time up to five days, to the extent the employee is paid for such leave, he shall pay to the District any sums that he receives for such duties, excluding sums received for expenses.
- D. Faculty members will receive one professional day of his/her choice per year. Other professional leave days may be used for any educational purposes at the discretion of the administration. The employee planning to use professional leave days shall notify his superintendent/principal at least one (1) week (five working days) in advance of his absence, and the superintendent/principal shall have sole discretion in determining whether or not a professional leave day or days may be granted to any employee. Once the leave is approved, the Board of Education will pay the cost of registration, if any, not to exceed \$40.

- E. Up to five (5) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's parent, spouse, child or sibling. Up to three (3) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's grandchild, parent-in-law or child-in-law. Up to two (2) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's grandparent or sibling-in-law. One day per year shall be granted to an employee to attend the funeral of a friend or family member not named above. Any further days required will need the superintendent's/principal's approval and the employee will have to reimburse the district for the cost of the substitute teacher. In the event of the death of an employee in the Lu Verne Community School District, the superintendent/principal shall have the discretion to grant an appropriate number of employees sufficient time to attend the funeral.
- F. Up to three (3) days per year shall be granted to an employee in the event of the medically related disability (disability involving illness, injury or pregnancy) of an employee's parent, spouse or child which necessitates the employee's absence from work. Well-care doctor appointments such as but not limited to physical examinations, dentist appointments and eye appointments are specifically but non-exclusively excluded.
- G. Other TEMPORARY leaves of absence may be granted in writing by the superintendent provided that a notice of two (2) days is first given to the superintendent by the employee planning such temporary leave, and providing the superintendent shall have the sole discretion in this matter.
- H. Leaves taken above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE III: Extended Leaves of Absence

- A. Extension Without Pay: Extended leave without pay for up to one year may be granted by the superintendent, in his sole discretion.
- B. Educational Improvement: A leave of absence without pay of up to two (2) years may be granted by the Board to an employee, upon application, for the purpose of engaging in study at an accredited college or university, which study is reasonably related to professional responsibilities.
- C. Other Extended Leaves: Other extended leaves of absence without pay may be granted in writing by the superintendent.

AREA IV: BASIC EMPLOYMENT CONDITIONS

ARTICLE I: Employee Work Year

A. In-School Work Year:

1. Regular Contract: The in-school work year for employees contracted for the regular school year shall not exceed on hundred ninety (190) days, unless by mutual agreement of the Administration and the Association. New personnel may be required to attend an additional one (1) day orientation.
2. Definition of In-School Work Year: The in-school work year shall include days when pupils are in attendance, paid holidays, orientation days and any other days on which employee attendance is required.
3. Non-attendance: Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.

B. Holidays: The regular and extended contract of employees shall include five (5) paid holidays, those being Labor Day, Thanksgiving Day, December 25th, New Year's Day and Memorial Day. No employee shall be required to perform duties on any of the above holidays.

C. Inclement Weather: In the event that school is dismissed due to weather conditions, employees will be permitted to leave when students are dismissed from classes due to adverse weather. Any teacher having bus duty would still have that responsibility (unless trading with another willing teacher). In the event school starts late due to weather conditions, employees are to report to work thirty (30) minutes before the start of classes.

ARTICLE II: Employee Hours

A. Employees will be required to report for duty at 8:00 A.M. and remain on duty until 4:00 P.M. with exceptions described in parts B and C.

B. Employees shall be permitted to leave the building at 3:45 P.M. on Fridays and on days preceding vacations, the employees' day shall end at the departure of the regular bus routes except for teachers with extracurricular assignments. Special permission may be

granted by the superintendent/principal for an employee to leave the building before the scheduled time for reasons which the superintendent deem valid and of an emergency nature.

- C. The administration reserves the right to extend the working day for employees until 4:30 P.M. two days per month for the purpose of staff meetings. Notice of these meetings shall be given two school days prior to the meeting. Short morning meetings may begin at 7:30 A.M., provided the notice of these meetings is given by 2:00 P.M. the day preceding the meeting. No school day will be extended until 4:30 P.M. on Fridays or days preceding a holiday period.

ARTICLE III: Employment and Assignments

- A. The superintendent or principal shall assign all appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The superintendent or principal shall give notice of the assignment to all employees as soon as practicable and, except in the cases of emergency, not later than the first in-service day.

ARTICLE IV: Reduction or Realignment of Staff

- A. Coverage: All employees under this agreement.
- B. Reduction of Staff:
 - 1. The decision for reduction of staff shall be the sole decision of the Board of Education.
 - 2. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality education possible, the administration shall base its decision as to resulting contract renewals on the relative skill, ability, competence and qualifications of available teachers to do the available work. If a choice must be made between two or more teachers of equal skill, ability, competence and qualifications to do the available work, contract renewals will be given to the teacher with the greater full time continuous length of service in the district.
 - 3. Any employee terminated according to this paragraph shall have recall rights to any position for which he or she is qualified, said qualifications to be within the Board's sole discretion, for a period of two years from effective date of his or her termination. Said recall rights shall be applied in inverse order of termination.
 - 4. Any employee re-employed by exercising his or her recall rights, shall be reinstated to the next step on the salary schedule with related benefits.

ARTICLE V: Health Provisions

- A. Physical Fitness: All new employees are required to provide evidence of physical fitness to

perform duties assigned and freedom from communicable disease. Such evidence shall be limited to a statement from a licensed physician of the employee's choice within sixty (60) days of initial employment attesting to the employee's physical fitness. The employee shall be reimbursed up to Sixty Five Dollars (\$65.00) for the cost of the physical. The examining physician shall be selected by the employee. Each new employee shall be advised in writing of the physical fitness requirements at the time of employment. Failure to notify the employee as specified above shall not deprive the employee of any wages or benefits under this agreement prior to fulfilling the physical fitness requirement.

ARTICLE VI: Safety Provisions

- A. **Employee Facilities:** The school shall maintain the following safety provisions for employees:
1. **Parking:** Free and adequate off-street parking facilities. Parking facilities and sidewalks will be maintained free of snow, ice and water insofar as possible.
 2. **Employee Equipment:** A serviceable desk, chair and lockable storage area for the exclusive use of the employee.
 3. Such special clothing, equipment and devices as may be needed by the employee to perform assigned duties in a safe manner and in the discretion of the administration shall be provided without charge to the employee, provided, however, that the employee shall be held responsible for the proper use and care of such equipment.
 4. **Fire Escapes:** All fire exits and escapes shall be maintained in proper, safe and usable fashion.
- B. **Protection of Employee:** An employee may, within the scope of his employment, use and apply such amount of force as is reasonable, necessary and lawful to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the persons or within the control of the pupil; for the purpose of self-defense and for the protection of persons or property.
- C. **Legal Action Against an Employee:** Whenever a civil legal action, which is within the scope of the Board's liability insurance, is brought against an employee, and which results from the performance of the employee's assigned duties, the Board shall provide the employee with defense and indemnification.
- D. **Reporting Assaults:** An employee shall immediately report cases of assault suffered by them in connection with their employment to the superintendent and to the police.

AREA V: PERSONNEL POLICIES AND PRACTICES

ARTICLE I: Employee Evaluation

- A. Notification - Assigned Employees: Within four (4) weeks after beginning of each school year, the administration shall acquaint each employee with the evaluation instrument and procedures to be used. A breach of this clause shall in no way deprive the administration of the right to evaluate employees.

A new employee or an employee reassigned after the beginning of the school term shall be notified by the administration of the evaluation procedures in effect. Such notification shall be within three (3) weeks of the first day in the new assignment.

The performance of all employees in their first and second year will be formally evaluated annually and observed at least once each semester. Beyond their second year of service, as part of the performance review process employees will be formally evaluated and observed once every three years.

The career teacher and the administration shall meet by September 30th of each year to develop the annual individual career development plan. The annual review of the individual career development plan shall occur prior to May 15th.

Informal classroom visits by the administration or designee may occur at any time.

During the school year involving a formal evaluation, the administrator and employee shall mutually agree upon dates for a pre-observation conference, formal observation and post-observation conference. The pre-observation conference must be at least three (3) days prior to the formal observation. The post-observation conference must be no later than (10) school days following the formal observation.

The employee shall submit supportive evidence to the administration of standards not formally or informally observed and identified by his/her evaluator. The employee may submit supportive evidence of standards formally and informally observed by his/her evaluator.

- B. Conference and Copy: A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the administrator within (10) school days following each formal evaluation. A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.
- C. Responses: If the employee feels his/her formal written evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.
- D. Personnel File Review: Each employee shall have the right at any time to review the contents of his/her personnel file. Constituent concerns regarding a teacher's performance will be processed by initially referring the individual to the teacher. If the individual chooses not to

meet with the teacher, the constituent will be asked to submit the concerns in writing. If a document is placed in the employee's file, a copy of the written document shall be given to the employee. The Board or its administrative representative shall not establish any separate personal file which is not available for the employees inspection.

- E. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file.
- F. Personnel File Reproduction: The employee shall have the right to reproduce any of the contents of his/her file at his/her expense.

AREA VI
2007-2008 SALARY SCHEDULE

Step	BA	BA+10	BA+16	BA+24	MA
1	26945	27445	27945	28445	28945
2	27445	27945	28445	28945	29445
3	27945	28445	28945	29445	29945
4	28445	28945	29445	29945	30445
5	28945	29445	29945	30445	30945
6	29445	29945	30445	30945	31445
7	29945	30445	30945	31445	31945
8	30445	30945	31445	31945	32445
9	30945	31445	31945	32445	32945
10	31445	31945	32445	32945	33445
11	31945	32445	32945	33445	33945
12	32445	32945	33445	33945	34445
13		33445	33945	34445	34945
14		33945	34445	34945	35445
15		34445	34945	35445	35945
16				35945	36445
17				36445	36945

2007-2008
Extra Duty Schedule

Athletic Director	4%	\$ 1078.00
M.S.Boys Basketball	4%	1078.00
M.S.Girls Basketball	4%	1078.00
M.S.Volleyball	4%	1078.00
M.S.Football	4%	1078.00
M.S.Girls Track	4%	1078.00
M.S.Boys Track	4%	1078.00
M.S. Band	4%	1078.00
M.S.Vocal Music	4%	1078.00
M.S.Drama	4%	1078.00
Spelling Coach	1%	269.00
Math Coach	1%	269.00
Science Fair Advisor	2%	539.00
Student Council Advisor	2%	539.00
After School Achievers		20.00/hr.
Detention		20.00/hr.
Timekeeper	\$7.50 per night	
Scorekeeper	7.50 per night	
Ticket taker	7.50 per night	

Longevity Pay Schedule

Longevity Pay will be awarded to teachers in the Lu Verne Community School System who have completed a number of consecutive years in the System as described by the following chart. The awarded amount will be given to the employee in June on the regularly scheduled payday following the completed year. A full-time teacher will receive the full amount. A part-time teacher will receive a percentage of the amount equal to the percentage of his/her contract.

<u>Consecutive Years In Lu Verne System</u>	<u>Amount</u>
At the end of the _____	
3rd	\$400
7th	\$500
11th	\$600
15th	\$600
20th	\$600
25th	\$600
30th and each year thereafter	\$600

The Longevity Pay Schedule will take effect with the 1987-88 contract and will not be retroactive

SCHEDULE II

Dues Deduction Authorization Form

For Employer Use Only

Authorization for Payroll Deduction
For Education Association Dues

Employee Name

I hereby request and authorize the Board of Education of the LuVerne Community School as my remitting agent to deduct from my earnings each month from October through May until this authorization is changed or revoked as provided herein, a sufficient amount to provide for the monthly payment of the prevailing rate of dues. This amount is to be remitted each month for me and on my behalf to the treasurer of the LuVerne Education Association.

	<u>Amount</u>
NEA	_____
ISEA	_____
UNIT	_____
PAC	_____

TOTAL _____

DED/Month _____

It is understood that this authorization shall begin with the October payroll period following the date of this authorization and shall continue through May from the date hereof, and shall thereafter continue for successive periods of one year unless revoked in writing by a thirty (30) day notice to my employer and to said organization.

Signature _____

Date _____